

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: PAROLE OFFICER III -
Institutional Unit Supervisor

SALARY GROUP: B16

DEPARTMENT: Board of Pardons and Paroles

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Tracy Long DATE: 11/10/2015

POSITION #: 064080

I. JOB SUMMARY

Performs highly complex parole administration and supervision work for the Institutional Parole Office (IPO). Work involves reviewing and approving parole supervision activities, parole investigations, and parole release plans and reports; coordinating case assignments; conducting case analyses; and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Administers and supervises the unit caseload by screening, prioritizing, and assigning cases to staff; and reviews, evaluates, and submits case summaries, reports, analyses, and related documentation.
- B. Supervises pre-parole processes; reviews, trains, and evaluates staff relative to offender parole eligibility, time calculations, supervision requirements, and eligibility for special programs; and assists in developing and implementing policies and procedures.
- C. Coordinates with other departments and divisions of the agency and with outside agencies ensuring cooperation and continuity of services.
- D. Prepares and maintains records and reports; and travels to local offices, county jails, private prisons, and agency units.
- E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- F. Supervises the work of others.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Counseling, Social Work, Psychology, Sociology, or a related field preferred.
2. Four years full-time, wage-earning case work or case processing experience in the criminal justice or social services fields.
3. Parole officer experience preferred.
4. Experience in the supervision of employees preferred.
5. Computer operations experience preferred.
6. Must possess a valid state driver license.

Must maintain valid license(s) for continued employment in position.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of the principles of criminology and penology.
2. Knowledge of the principles, methods, techniques, and practices of parole case management.
3. Knowledge of the psychological concepts of behavior, social adjustment, and emotional stability.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes regarding pardons and paroles.

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Page 3 of 3

5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to effectively interview and counsel offenders.
7. Skill to review technical data and prepare technical reports.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill to communicate ideas and instructions clearly and concisely.
10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
12. Skill to plan work in order to meet established guidelines.
13. Skill in problem-solving techniques.
14. Skill to train and supervise others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dictation equipment, telephone, and automobile.